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**HEAD OF PROJECT, WELL PEOPLE**

**JOB DESCRIPTION**

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| **Title -** Head of Project, Well People |
| **Location -** Mind in Haringey / Homebased |
| **Reports -** Mind in Haringey CEO  Well People Directors |
| **Salary -** £34,500 pro rata per annum |
| **Hours -** 22.5 hours, 3 days per week |

**SUMMARY**

Well People is a newly formed Community Interest Company (CIC) and is a subsidiary of Mind in Haringey. Well People is now recruiting a Head of Project to launch and manage Well People. The purpose of this new and exciting role is to ensure the long-term sustainability of Mental Health Charity Mind in Haringey by generating unrestricted revenues that will be asset locked to Mind in Haringey.

This initiative is to provide an innovative and creative approach to ensuring the longevity and sustainability of Mind in Haringey by launching and taking to market a suite of Wellbeing and Mental Health First Aid training and consultancy options. These training offers are designed to support and help employers to manage the wellbeing and mental health of their employees; thereby increasing the productivity of any organisation. The focus of the work will be outside of the borough of Haringey.

**RESPONSIBILITIES**

* Project management of the launch of the business; assuming leadership across all work streams to ensure a successful launch
* Taking ownership, hitting/exceeding agreed annual targets within assigned territory
* Developing and executing a strategic plan to achieve targets and expand our client base
* Together with Mind in Haringey’s Finance Manager, developing a Business Plan for Well People
* Creating a strong communications and marketing plan
* Building and maintaining strong, long-lasting client relationships
* Promoting Well People through advocacy, presentations, and participation across industry events and forums

**MANAGEMENT**

* To provide strategic, operational, financial, and managerial leadership for successful delivery of Well People’s activities and strategic plan
* Reporting and budget development
* Monitoring and financial transactions
* Developing a timeline of activities and managing deadlines

**SKILLS AND QUALIFICATIONS**

* Consultative business development approach
* Self-motivated with a results-driven approach
* Proven experience of a similar or relevant role
* Excellent knowledge of MS Office suite
* Hands-on experience with CRM software is a plus
* Thorough understanding of marketing and negotiating techniques
* Fast learner with a passion and commitment to forge change and make a difference
* A talented, passionate and engaging presenter
* Knowledge of the Wellbeing and Mental Health landscape
* Excellent presentation skills, both verbal and written